



CHECKLIST

6 - 8 months prior

- Complete and submit an application form - earlybird discount closes 21/03/22.
Include requirements for hay, power, bark chips etc.
- Check you have ordered enough exhibitor passes
- Pay your site invoice
- Book your accommodation

2 - 3 months prior

- Book your tents, trestles, seats etc. (see the prospectus page for our suppliers)
- Organise eftpos, mobile & internet facilities
- Send us an advert for our social media sites
- Received the address and number of your site? (approx. June)
- Seek approval from EPFD and apply for a liquor license if required

2 weeks prior

- Book PA Advertising
- Don't forget to do your social media advertising.

1 day prior

- Collect your exhibitor pack from the office by 6pm Monday
- Setup your site prior to 5pm Monday
- Go crazy on social media, advertising your location and tagging the EP Field Days.

During Field Days

- Gates open for exhibitors at 7am & close at 6pm
- Vehicles not part of your display off site by 8:30 am
- We're here to help - let the office know of any problems or requirements for hay, rubbish collection, water, courier deliveries etc.